Memorandum
To: All Faculty and Staff
From: Allison Gottlieb, Director of Sponsored Programs Education
Date: October 30, 2014
Subject: Additional Guidance for NIH Multi-Project and Single-Project with Complicated Structure RPPR Applications

Effective October 17, 2014, the NIH issued a notice that they no longer accept the former paper “PHS 2590” application forms for Type 5 Non-SNAP Reports. These Non-SNAP applications are also known as “Multi-Project” and “Single-Project with Complicated Structure” RPPR applications and some examples are program project grants (P series) and cooperative agreements (e.g., U01, U19). For a listing of Multi-Project Awards and Single-Project Awards with Complicated Structure, see Table 1 in the attached instructions.

Please review these instructions, which are excerpted from the NIH RPPR Guide, for these types of applications and also note the following:

- The first question you answer is whether this project has components (i.e., cores/projects). Answering this question incorrectly will require the eRA commons help desk to unlock your application to correct and can result in delays in submitting your application on time.

- Grants and Cooperative Agreements with Subawards – you must enter the detailed subaward budget.

- If there are undergraduate, graduate and/or post doc students participating for at least one person-month of full-time work in the current budget period, please be sure they complete their personal profile in addition to registering for an eRA Commons account. The personal profile needs to be completed in order to submit the RPPR application.

As a reminder, to register for an eRA Commons account, please send an -email to grants@mssm.edu with the following information:

- Last Name, First Name
- Role (Indicate Undergraduate Student, Graduate Student, or Postdoctoral)
- E-mail address
### NIH RPPR Instructions for NIH Multi-Project and Single-Project with Complicated Structure RPPR Applications

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NOTE: Once an RPPR has been routed for review, the Recall and Submit buttons are enabled. These functions are covered in subsequent chapters.

Figure 12: RPPR Menu Buttons

Select the Edit button to open the RPPR for editing.

Refer to the section of this document titled Editing the RPPR Forms for more information on editing the forms.

5.2.2 Accessing a Multi-Project and Single-Project with Complicated Structure RPPR for Editing

A multi-project RPPR is a progress report submitted for a funded program (activity code) which has multiple, interrelated components sharing a common focus or objective.

A component (for the purposes of applications and progress reports) is a distinct, reviewable part of the multi-project application or progress report for which there is a business need to gather detailed information identified in the funding opportunity announcement (FOA).

Components typically include general information (component organization, project periods, project title, etc.), performance sites, personnel, and budget. The FOA defines the construction and naming convention for the application; the funded application defines the construction and naming convention for the progress report.

For multi-project awards, the RPPR Menu screen displays with buttons for the following available options found within the Application Information section of the screen:

View

View Routing History

Route

Cancel

NOTE: Once an RPPR has been routed for review, the Recall and Submit buttons are enabled. These functions are covered in subsequent chapters.
Figure 13: RPPR Menu Options for Multi-Project RPPRs

Overall

Below the Application Information is a table showing the Overall ID, Project Title, Program Director/Principal Investigator (PD/PI) Name, and an Actions column with links.

The RPPR Menu for a multi-project RPPR without components does not include the component table. Additionally, the No radio button on the Does the project have components? field is selected.

Refer to the figure below for an example of a single-project with complicated structure RPPR.

Figure 14: RPPR Menu for Single-Project with Complicated Structure
To edit the RPPR for the Overall, select the **Edit** link from the **Actions** column.

![Figure 15: Edit Link for Overall](image)

**Individual Components**

If the award has individual components (e.g., a multi-project award), *each* component must be reported in the RPPR. To add components, select the **Yes** radio button next to the question **Does the project have components?** Selecting **Yes** displays the **Add Component** feature for the individual components.

**NOTE**: Any individual components previously added will already be displayed in a table beneath this feature. In this scenario, the **Does this project have components?** option is disabled. This includes components which were part of a previously submitted progress report for the grant.

**To add an individual component:**

1. Select the correct option from the **Component Type** drop-down list.
2. Enter the **Component Project Title**.
3. Select the **Add Component** button.

Added individual components display in a table beneath the Overall, showing the **Component ID**, **Component Type**, **Component Project Title**, and available links in the **Actions** column.

4. Select the **Edit Component** link in the **Actions** column for the component to edit its RPPR.

Refer to the section of this document titled *Editing the RPPR Forms* for more information on editing the RPPR forms.
Individual components can be removed from the RPPR by selecting the corresponding Delete link from the Actions column of the specific component, followed by the OK button on the confirmation pop-up message. The delete option is not available for Overall.

IMPORTANT: If you choose to delete a component, all data related to this component – including all budget data – will be lost. This data cannot be recovered once it has been deleted.

5.2.3 Editing the RPPR Forms

After selecting the appropriate editing option, the RPPR section A. Cover Page displays. The Cover Page includes information about the grant, PD/PI, signing and administrative officials, organization, and project/reporting/budget periods. Some of this information may be auto-populated. For more information on the Cover Page, refer to the section of this document titled Section A – Cover Page located in the Instructions for RPPR Sections A–H.

1. Update the information as necessary and select the Save button.

The Cover Page includes tabs at the top and links at the bottom of the page for navigating to the other sections (e.g., Accomplishments, Participants), which may be completed in any order. Before navigating to and from any of these sections, it is always necessary to select the Save button to save all changes on the current page. Navigating away from any page on the RPPR without selecting Save results in the loss of any information entered prior to the last save.
If errors or a warning exist, the appropriate error or warning message displays for each failed occurrence. **All errors must be corrected prior to submission;** the system will prevent submission of an RPPR containing errors. However, the system will not prevent submission of an RPPR when a warning message is displayed.

![Figure 31: RPPR Error Messages (Examples)](image)

If all validations pass, a message displays indicating: **No errors found on validation.**

**5.3.2 Checking for Errors on a Multi-Project RPPR**

To perform an error check on the Overall or individual component of a multi-project RPPR, select the **Check for Errors** link from the **Actions** column of the **RPPR Menu** screen for the Overall or individual component being validated.

**NOTE:** Refer to section **5.3.2 Accessing a Multi-Project and Single-Project with Complicated Structure RPPR for Editing** for information on adding individual components to the RPPR.
If errors or a warning exist for the chosen component, the appropriate error or warning message displays for each failed occurrence. Select the **Check for Errors** button of the other components to perform a check against them.

**All errors must be corrected prior to submission;** the system will prevent submission of an RPPR containing errors. However, the system will not prevent submission of an RPPR when a warning message is displayed.

If all validations pass, a message displays indicating: **No errors found on validation.**
7 Supplemental Instructions for Specific Grant RPPR Types

The RPPR Instructions in chapter 6, Sections A–H, apply to the following awards: D71, DP1, DP5, G08, G11, G13, P40, R00, R01, R03, R18, R21, R33, R34, R36, R37, R56, RC1, RC2, RL1, S21, S22, SC1, SC2, SC3, U1B, UC2, UH1, UH2, UH3, and awards listed in Section 7.6 if they issued under SNAP. For all other awards, see Table 1 below and applicable supplemental instructions for specific grant award types that either replace or are in addition to the Instructions for RPPR Sections A–H.

Table 1: Applicable Supplemental Instructions

<table>
<thead>
<tr>
<th>Applicable Supplemental Instructions</th>
<th>Award Activity Codes</th>
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<tbody>
<tr>
<td>7.1 Individual Career Development (K) Awards</td>
<td>K01, K02, K05, K06, K07, K08, K18, K22, K23, K24, K25, K26, K99, KL1</td>
</tr>
<tr>
<td>7.2 Fellowship Awards</td>
<td>F05, F30, F31, F32, F33</td>
</tr>
<tr>
<td>7.3 SBIR/STTR Awards</td>
<td>R41, R42, R43, R44, U43, U44, UT1, UT2</td>
</tr>
<tr>
<td>7.4 Training Awards</td>
<td>K12, KL2, R90, RL9, T15, T32, T34, T35, T37, T90, TL1</td>
</tr>
<tr>
<td>7.5 Educational Awards</td>
<td>D43, DP7, K30, R13, R25, RL5, T14, T36, U13, U2R</td>
</tr>
<tr>
<td>7.6 Multi-Project Awards and Single-Project Awards with Complicated Structure</td>
<td>G12, R34, M01, P01, P20, P2C, P30, P41, P42, P50, P51, P60, PL1, PM1, PN1, PN2, R24, R28, RM1, S06, S11, U01, U10, U19, U24, U2C, U34, U41, U42, U45, U54, U56, UC7, UL1, UM1, UM2</td>
</tr>
</tbody>
</table>

7.1 Individual Career Development (K) RPPRs

For Career Development Awards (i.e., K01, K02, K05, K06, K07, K08, K18, K22, K23, K24, K25, K26, K99, and KL1) follow the Instructions for RPPR Sections A–H in chapter 6, with the exceptions noted below:

B.4 What opportunities for training and professional development has the project provided?

Describe activities such as teaching, clinical care, professional consultation, service on advisory groups, and administrative activities. Indicate percent of time spent in each of these activities and the relationship to the awardee's research career development. For awards that include a requirement to mentor others (e.g., K05 and K24), indicate the percent of time devoted to mentoring activities, individuals mentored during the reporting period, the frequency and kinds
G.3 Not Applicable.

G.12 F&A Costs [Applicable to SNAP awards only.]

### 7.6 Multi-Project RPPRs and Single-Project RPPRs with Complicated Structure

For the purposes of the RPPR, the following activity codes are always categorized as multi-project awards or single-project awards with complicated structures: G12, M01, P01, P20, P2C, P30, P41, P42, P50, P51, P60, PL1, PM1, PN1, PN2, R24, R28, RM1, S06, S11, U01, U10, U19, U24, U2C, U34, U41, U42, U45, U54, U56, UC7, UL1, UM1, and UM2. These activity codes awards may or may not include multiple components (projects, cores), but they all could potentially include multiple components. For multi-project awards, the grantee will follow the instructions for the overall portion of the RPPR below and for each component of the RPPR the grantee will follow the instructions under component instructions in section 7.6.2.

The Instructions for RPPR Sections A–H in chapter 6, are applicable to these activity codes (even if the award does not include multiple components) with the following exceptions.

#### 7.6.1 Overall

**B.1 What are the major goals of the project?**

Emphasize the synergy, collaboration and integration of major activities of the project. Report the major goals specific to an individual component under that component.

**B.2 What was accomplished under these goals?**

For this reporting period describe for the overall award: 1) major activities; 2) significant results, including major findings, developments, or conclusions (both positive and negative), and 3) key outcomes or other achievements. Include a discussion of stated goals not met. Report the accomplishments of individual projects and cores under that component.

**B.3 Is there one or more Revision associated with this award or a project under this award for which reporting is required?**

If the Revision is associated with a specific project or core, identify the component.

**B.5 How have the results been disseminated to communities of interest?**

If there are individual projects/cores designed to disseminate information or conduct outreach activities, report those activities under that component.

**B.6 What do you plan to do during the next reporting period to accomplish the goals?**

Report goals and objectives of individual projects or cores under that component.

**C.5 a Other products**

Identify any other significant products that were developed under the overall project. Report other products and resources resulting from an individual project or core under that component.

**C.5.b Resource sharing**

Report resource sharing for an individual project or core under that component.
D.1 Participants

In addition to the instructions in Section 6.4, specify the component(s) on which the individual worked in the appropriate text box. This personnel information is for the entire project.

**NOTE:** If an individual is associated with multiple components, some components may be hidden to reduce the size table. Where applicable, use the show more link to display all of an individual’s components in the row. Use the show less link to collapse the information.
D. Participants

Tips & Notes:

THE FOLLOWING DOES NOT APPLY TO FELLOWSHIPS.

In the near future, Commons IDs will be required for individuals with the Undergraduate role. Completion of a Commons Personal Profile for these individuals is strongly encouraged now.

In addition, individuals with Undergraduate, Graduate Student, and Postdoctoral roles on a project will be required to complete the following fields in the Commons Personal Profile: Birthdate, Gender, Race/Ethnicity, U.S. Citizenship Status, and Country of Citizenship, or indicate that they do not wish to respond. Individuals with a Graduate Student role must enter at least one degree and those with a Postdoctoral role must enter a doctoral degree. The profile must also include the name of institution issuing the degree. Completion of these data fields is strongly encouraged now.

Figure 105: D.1 Specifying the Components for an Added Individual
D.2 Personnel Updates
Personnel questions (D.2.a.-e.) are applicable to entire project. For D.2.b, new senior/key personnel, identify the component(s) on which the individuals worked or will work. For D.2.e, new other significant contributors, identify the component(s) on which the individual worked or will work.

E.1 Not Applicable.
E.3 Not Applicable.
F.1 Not Applicable.
F.3 Significant changes to Human Subjects, Vertebrate Animals, Biohazards, and/or Select Agents.
If there are changes in any of the following areas check the appropriate box and provide a description of the changes. If applicable, report the change under the relevant component.

G.2 Not Applicable.
G.3 Not Applicable.
G.4.c ClinicalTrials.gov
Associate the number with the relevant project or core, if applicable, and select the Add/New button. Use the Ctrl key to select multiple components at one time.

Figure 106: Associating a Component with the NCT Number

G.12 F&A Costs [Applicable to SNAP awards only.]

H. Budget
For multi-project RPPRs complete the budget for each component and for each subaward; see Section 7.6.1. A summary budget will be system-generated based on the budgets completed for the components and will be included in the final .pdf submitted to the Agency. The composite budget summaries will reflect the direct costs for the grantee. Although the direct and indirect costs for subawards are direct costs to the grantee institutions, these costs will be listed as a
separate line item, called “consortium” and will include all consortium costs. The total consortium costs for the summary budget are automatically calculated by the system and reflect the sum of the consortium costs (budget line item F.5 of the project budget) for the project budgets with the grantee institution DUNS and the total direct and indirect costs (budget line item I.) for project budgets with a DUNS different from that of the grantee institution.

**H.1 Budget Form [Single-Project RPPRs with Complicated Structure only]**

For Single-Project RPPRs with Complicated Structure, follow the instructions in the SF424 (R&R) Application Guide for NIH and Other PHS Agencies, Section I, 4.7 Budget Component, sections A-K. The budget justification should be uploaded as item K, and must include detailed justification for those line items and amounts that represent a significant change from previously recommended levels (e.g., total rebudgeting greater than 25 percent of the total award amount for this budget period).

**NOTE:** If subaward budgets are completed, the system will not calculate the budget line item F.5 for the main budget (see figure below). Total consortium costs for the main budget MUST be computed and entered manually into budget line item F.5.

**Figure 107: SF 424 R&R Budget Form - Question F.5**

**H.2 Subaward Budget Form [Single-Project RPPRs with Complicated Structure only]**

For awards with subaward/consortium budgets, the grantee may select up to 30 subaward budgets. To complete a detailed budget for a subaward/consortium, follow the SF424 (R&R)
Application Guide for NIH and Other PHS Agencies, Section I, 4.8 Special Instructions for Preparing Applications with a Subaward/Consortium.

### 7.6.2 Component Instructions

For *each* component, click the **Add Component** button, and complete the instructions. The *Instructions for RPRR Sections A–H* in chapter 6 are applicable to each individual component with the following exceptions:

**A. Provide the title or identifying number of the component.**

**A.1 Provide the name, email, phone number and address of the PI of the component.**

![Figure 108: Sample of Section A. Cover Page for a Component](image)

**B. 3 Not Applicable.**

**B.5 How have the results been disseminated to communities of interest?**

Reporting the routine dissemination of information (e.g., websites, press releases) is not required. If the Component is not designed to disseminate information to the public or conduct similar outreach activities, select **Nothing to Report.** If the Component is designed to disseminate information or conduct outreach activities, report those activities here. Note that scientific publications and the sharing of research resources will be reported under *Products.*

**C.1 Not Applicable.**

**C.2 Not Applicable.**
C.4 Not Applicable.
D. Not Applicable.
E.1 Not Applicable.
E.2 Not Applicable.
E.3 What is the impact on technology transfer?
Describe ways in which the component made an impact, or is likely to make an impact, on commercial technology or public use, including:

- transfer of results to entities in government or industry;
- instances where the research has led to the initiation of a start-up company; or
- adoption of new practices.
E.4 Not Applicable.
F.1 Not Applicable.
G.1 Not Applicable.
G.2 Not Applicable.
G.3 Not Applicable.
G.4.c Not Applicable.
G.5 Not Applicable.
G.7 Not Applicable.
G.8 Not Applicable.
G.9 Not Applicable.
G.10 Not Applicable.
G.11 Not Applicable.
G.12 Not Applicable.

H. Budget

H.1 Budget Form [Multi-Project RPPRs only]
When a grantee institution is the lead on the Component, follow the instructions in the SF424 (R&R) Application Guide for NIH and Other PHS Agencies, Section I, 4.7 Budget Component, sections A-K. The budget justification should be uploaded as item K, and must include detailed justification for those line items and amounts that represent a significant change from previously recommended levels (e.g., total rebudgeting greater than 25 percent of the total award amount for this budget period).

When a collaborating institution is the lead on the Component, the information from the collaborating institution should be used to complete the project budget, following the instructions in the SF424 (R&R) Application Guide for NIH and Other PHS Agencies, Section I, 4.7 Budget Component, sections A-K.
For multi-projects RPPRs the grantee must complete the DUNS and Organization Name fields, as the DUNS number will not automatically populate to the DUNS number.

**NOTE:** If subaward budgets are completed, the system will not calculate the budget line item F.5 for the main budget (see figure below). Total consortium costs for the main budget **MUST** be computed and entered manually into budget line item F.5.

![SF 424 R&R Budget Form - Question F.5](image)

**H.2 Subaward Budget Form [Multi-Project RPPRs only]**

If the component has subaward/consortium budgets, follow the SF424 (R&R) Application Guide for NIH and Other PHS Agencies, Section I, 4.8 Special Instructions for Preparing Applications with a Subaward/Consortium. Describe manual entry of subawards.